Subject Line: Approval to attend 12d Tech Forum 2024

Dear [your manager’s name],

I am writing to ask for approval to attend the 12d Tech Forum in Brisbane – 28-30 July 2024.

The 12d Tech Forum is widely acknowledged as an ideal event to equip delegates with invaluable tips and tricks that will boost efficiency and productivity. At the event, I would be able to learn about the latest software updates from 12d as well as find out about current industry trends and best practices to help our company thrive. I would also be able to learn from industry experts who will share their insights on how to use these innovations to our advantage.

The event attracts a diverse range of infrastructure professionals, including industry leaders, and would give me the chance to learn from their unique experiences. I’d be exposed to keynote presentations from 12d team members as well as 12d ‘super users’, and the cutting-edge knowledge there imparted would be invaluable to our company.

By attending the 12d Tech Forum, I would get training in a single week that would otherwise require multiple courses and sessions throughout the year. Some of the other reasons to attend include:

* The ability to evaluate in person some of the latest innovations in civil engineering, surveying, water engineering, data management, and more.
* The chance to better understand emerging technologies and solutions through hearing keynotes from industry experts as well as meeting them in person.
* The chance to meet directly with 12d Solutions and 12d Synergy Management, and pose questions about our unique business challenges.
* The opportunity to connect with attendees and 12d partners to hear their perspectives and suggestions about best practices, innovative ideas, and new tools that might benefit our organisation.

The bottom line is that by attending the 12d Tech Forum, I would become more valuable to our organisation, and help us gain more from our investment in 12d products and other technologies.

Here is an estimated breakdown of costs to attend the 12d Tech Forum:

Travel Costs: $XXX  
Hotel: $XXX  
Meals (X days at $XXX): $XXX  
Registration Fee: $1,170 +GST

TOTAL COST**:** $XXX

If you would like more information about the 12d Tech Forum 2024, you can find it at <https://12dtechforum.com/>, or I would be glad to answer any questions. After returning from the event, I would be happy to share the valuable insights, product information, and business solutions gained from the 12d Tech Forum with our team.

To receive the current pricing, I would need to register by 31st October 2023.

Thank you for considering this request. I look forward to your reply.

Sincerely,

[your name]